



DD/A 79-0990

10 APR 1979

MEMORANDUM FOR: Director of Central Intelligence

FROM: Don I. Wortman  
Deputy Director for Administration

SUBJECT: DDA Office Directors' Conference

Stan:

1. For the past several years the DDA sponsored an Office Directors' conference [redacted] Because such a conference would provide me an opportunity to deal with issues as well as get to know my Office Directors on a more intimate basis, I plan to hold such a conference on 5, 6 and 7 April. Those in attendance will be myself, Mr. May, the eight Office Directors and four senior members of my Staff.

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2. [redacted] who has been serving with me in the capacity of Special Assistant will man the office from our departure Thursday afternoon through close of business Friday.

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Don I. Wortman